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Maintenance Records for Elevators, Escalators and Moving Walks

Record Requirements

ASME A17.1 (2007), 8.6.1.4 requires Maintenance records to be kept for every elevator, escalator and moving walk. Because this requirement is in Section 8.6 - Maintenance, it applies to all new and existing equipment.

A17.1, 8.6.1.4.1 requires the maintenance record to include the following:

- (a) Description of maintenance tasks performed and dates.
- (b) Description and dates of examinations, tests, adjustments, repairs and replacements.
- (c) Description and dates of call backs (trouble calls) or reports to elevator personnel by any means including corrective action taken.
- (d) Written record of the findings on the fire-fighter's service operation required by 8.6.10.1. This includes monthly operation of the Phase I Emergency Recall Operation key switch (if provided with Phase I) and at least one floor operation under Phase II Emergency In-Car Operation (if provided with Phase II).

The maintenance record will also include the name of the person or firm performing the maintenance, examination, test, adjustments, repair or replacement. The maintenance record is not expected to include specific maintenance or repair procedures or instructions, model numbers, part numbers or times necessary to complete the work.

Examples of record entries are as follows:

Maintenance

2/10/05 8.6.1.2 lubed equipment as needed, 8.6.1.6.3(b) cleaned controller, 8.6.4.7.1 cleaned pit, 8.6.4.13.1 checked hoistway doors, 8.6.4.15 checked emergency alarm, light and phone, 8.6.5.7 checked oil usage and recorded (code numbers optional). John Smith, Smith Elevator Company.

Tests, replacements, repairs

3/10/07 8.6.10.1 Fire Service test, replaced call buttons on floors 3,5,9, &13, repaired car door linkage (code numbers optional). John Smith, Smith Elevator Company.

Trouble calls

4/1/10 Car reported as not running, found in-car stop switch in stop position, turned to run and car returned to service, or Manager reported a "thumping noise" found and replaced defective roller. John Jones, Jones Elevator Company.

Record Availability

A17.1, 8.6.1.4.2 was modified by SPS 318.1708 (2) (b) as follows;

General requirements. 1. Substitute the following wording for the requirements in ASME A17.1 section 8.6.1.4.2: The owner or owner's agent shall retain the maintenance records as specified in ASME A17.1 section 8.6.1.4.1 and keep these records at the building site. Any electronic format records of maintenance performed on conveyances shall be transferred to the paper copy of the maintenance record within 3 months of the initial recording of maintenance. Maintenance records are the property of the owner and shall be readily available upon request from elevator personnel.

This became effective January 1, 2009.

In keeping with the intent of the requirement, the position of this department is that maintenance records are required to be kept for the life of a conveyance. This applies only to a conveyance within the scope of ASME A17.1. Records kept in an electronic form must be converted to paper within 3 months and be kept at the building site. The records shall be available or produced when requested by a mechanic or inspector. It is the department's recommendation that all required documents be kept in the machine room, control room or control space wherever possible.

Maintenance of the equipment covered in Section 8.6 is ultimately the responsibility of the Building Owner. The maintenance record is therefore the property of the owner and must remain in the owner's possession after service work is completed. Ending of a service agreement does not allow a service company to claim the maintenance record as their property.

Nothing in these requirements prohibits an elevator contractor or service company from keeping more detailed records off site for their own use.

This will remain the department's position until the department accepts a change or later interpretation to this code requirement.